

CONCORDIA UNIVERSITY

Graduate Studies  
and the  
Graduate Studies Office  
1975 - 1980

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Note: This short history is essentially a continuation of "Graduate Studies Office, Concordia University, 1965-1975" by Rosemary Arthur, formerly Administrative Assistant to the Dean of Graduate Studies.

Graduate Studies  
and the  
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I     Introduction

The period 1975-1980 has seen the continued growth and consolidation of graduate studies at Concordia. There has been an increase in the number of graduate programs; in overall graduate enrolment; in the number of graduate fellowships; and in the number of staff in the GS0. Less tangible but equally real and important, there has been a growth in Concordia's reputation as a graduate school. This account chronicles our growth, year by year and area by area, and attempts to give, in outline at least, a picture of what happened in graduate studies in the first half of its second decade.

A number of events of university-wide significance have had an impact on graduate studies in this period: most importantly, within the university, was the merger of Sir George Williams University and Loyola College, to form Concordia. The merger took place in 1974, and included the fusion of Commerce and Administration, and Engineering. The Faculty of Fine Arts became a reality in 1975. The merging of departments in the Faculty of Arts and Science - created in 1977 - took longer. With the merger, graduate studies gained because faculty members from Loyola College became members of Concordia departments, strengthening existing areas of research interest and expertise, and often adding expertise in new areas as well.

II    Graduate Studies Office: Staff and Space

- 1975 (June):        Dean Stanley G. French, on leave of absence,  
                      replaced by Acting Dean Michel Despland.
- 1975 (July):        Staff: Assistant to the Dean (Frances Bauer),  
                      Secretary to the Dean (Stephanie Manuel),  
                      Thesis Officer, Calendar Coordinator and  
                      Advertising Coordinator (Jeanne Jobin),  
                      Director of Graduate Admissions (Diane Auger),  
                      Receptionist and Secretary to the Assistant  
                      to the Dean (Shelagh Brady) and  
                      Clerk-Typist (Ilona Pzybylowski).
- 1976 (June):        French returned for second term to position of  
                      Dean of Graduate Studies.

1976 (September): Clerk-Typist assigned full-time as Secretary to Director of Graduate Admissions.  
Half-time Secretary to Thesis Officer, Calendar Coordinator and Advertising Coordinator acquired.

1976-77 (Winter): Room S-04, formerly occupied by the Information Office, was assigned to the Dean of Graduate Studies as a Conference Room and lounge area. It is here that Appraisals subcommittees, the Graduate Awards Committee, Ad Hoc Evaluation Committees, and other committees of the Board of Graduate Studies generally meet.

1978 (November): Secretary to Thesis Officer, Calendar Coordinator and Advertising Coordinator became full-time position and receptionist duties were also assigned to this position, releasing the Secretary to the Assistant to the Dean to full-time secretarial duties.

1979 (June): Space vacated by the Graduate Students' Association on the 3rd floor of 2145 Mackay Street was assigned to GS0.

1980: Present Staff of GS0:  
Frances Bauer Assistant to the Dean  
Stephanie Manuel Secretary to the Dean  
Jeanne Jobin Thesis and Publications Officer  
Diane Huot (née Auger) Director of Graduate Admissions  
Aida Melkonian Secretary to the Assistant to the Dean  
Sharon Peachey Secretary to the Thesis and Publications Officer  
Karen Stevenson Secretary to the Director of Graduate Admissions

Part-time staff has always been necessary during certain periods of the year, in particular in August and September.

A new position, titled Awards and Systems Officer, has been requested for the GS0.

The present term of Stanley G. French, Dean of Graduate Studies, will expire 31 May 1981.



### III The Board of Graduate Studies 1975-80

The Board continued its work, with routine tasks taking increasing amounts of its time and attention as the number of graduate programs increased and more and more programs came of age. Typically, BGS meets once a month, generally on the second or third Monday of the month, from September through May. Each year, certain meetings are devoted largely to specific and foreseeable agenda items:

October: Special meeting to approve the list of graduating students for fall convocation.

November: The response of graduate programs to the reports of the Appraisals Committee of the previous academic year are received by BGS, and the Appraisals Committee Final Reports are approved.

December: Minor modifications to graduate curricula are approved by BGS; major modifications are approved by BGS and recommended to Senate.

May: The Appraisals Committee Final Reports are received by BGS; appraised programs are asked to respond by November 1.

At a second special meeting in May, the list of graduating students is approved for spring convocation.

Other annual events include the results of the Graduate Awards Competition and the GAC report, presented for information in either May or September.

### IV BGS Concerns in Chronological, Summary Form

#### 1975-76

Ad Hoc Evaluation Committees considered the following new program proposals:

Ph.D. (Computer Science)  
M.Eng. (Building)  
M.A. (Applied Linguistics)  
Ph.D. (Art Education)

New Programs Approved:

Diploma in English (September)  
M.A. in Applied Linguistics (October)  
Ph.D. in Art Education (January)  
Diploma in History (April)  
M.Eng. (Building) (May)

Appraisals Committee, through its subcommittees, appraised the following programs:

M.A. (Art Education)  
M.F.A. (Studio or Art History)  
M.A. (English)  
M.A./M.Sc. (Mathematics)  
Master in the Teaching of Mathematics

The first Diploma Appraisals Committee appraised the following diploma programs:

Institutional Administration  
Communication Arts  
Early Childhood Education

Diploma Review Committee: struck in October, this committee met 6 or 7 times throughout the year and produced a report in March outlining the basic requirements for diploma programs at Concordia. The report was approved by BGS in the spring of 1976.

Task Force on Graduate Grading: struck in October, the Task Force met several times in the course of the year and reviewed grading systems in use at other institutions. BGS received the report of this group in March and the two pass grade system (Honours, Satisfactory) was replaced by a three pass grade system (A,B,C).

1976-77

Appraised: M.Sc. (Biological Sciences);  
M.A. (Sociology);  
Diplomas in Art Education, and  
Teaching of Mathematics

Grading System: rules limiting the number of C grades a student might have, and still be permitted to continue in the program, were approved for most programs in April and May.

New Programs Approved:

Diploma in Sports Administration (September)  
Ph.D. in Computer Science (February)  
Special Individual Programs (March)  
Diploma in Accountancy (May)

Considerable discussion of the following items took place:

- the future of science at Concordia
- graduate assistantships
- faculty members enrolling in graduate programs

Event to note: A substantial amount of money was donated for graduate fellowships by anonymous well-wisher(s).

1977-78

Appraised:

M.Sc. (Chemistry);  
Ph.D. (Chemistry);  
Master of Computer Science;  
M.A. (Educational Studies);  
M.A. (Educational Technology);  
M.A. (History and Philosophy of Religion);  
M.A. (Judaic Studies);  
Ph.D. (Religion);  
Diplomas in Instructional Technology, and  
Library Studies

New Program Approved: Program leading to the combined degrees of Bachelor of Engineering (Civil) and Master of Engineering (Building) (October).

Approved: Principles Governing Master's Oral Thesis Defence Examination (April).

1978-79

Ad Hoc Evaluation Committees: M.A. in Political Science.

New Program Approved: M.A. in Political Science (Public Policy and Administration) (May).

Appraised: M.B.A.; Ph.D. in Administration;  
M.Sc. (Physics); Ph.D. Physics);  
M.A. (Applied Psychology);  
M.A. (General and Experimental Psychology);  
Ph.D. (Psychology);  
Diplomas in Communication Studies,  
Early Childhood Education, and  
Institutional Administration

Event to note: In 1978, the 1st edition of the Graduate  
Studies promotional booklet was published.

1979-80

Ad Hoc Evaluation Committees:

M.A. in Communication Studies;  
M.Sc. in Exercise Science;  
Ph.D. in Educational Technology

New Programs Approved:

M.A. in Communication Studies (Media Studies) (May)  
Diploma in Advanced Music Performance Studies (December)  
Diploma in Art Therapy (April)

Appraised: M.A. (Applied Linguistics);  
M.A. (Economics); Ph.D. (Economics);  
Diplomas in Community Politics and the Law,  
Art Education, Teaching of Mathematics, and  
Theological, Religious and Ethical Studies

Other Items Discussed Included:

Academic Regulations  
Prizes  
Graduate student funding  
Graduate student information system

Events to note: In August 1979, the first volume of the Thesis  
Directory was published.

The first Dean of Graduate Studies reception for  
graduate fellowship winners was held in the fall  
1979.



## V Graduate Student Information System (GSIS)

Efforts to computerize graduate student information were begun in 1972. As enrolment grew, problems with the existing manual records became acute. In June 1977, records of currently registered students were put on computer file, and microfiche of the cumrec became available. These microfiche to date (October 1980) show no data prior to June 1977, and no admission data. Other data available on the manual record, e.g. the time limit, are missing on the microfiche.

In 1979 commitments were made to proceed with computerization, beginning with the admission file. The first new admissions to be put on the computer were for September 1980. A new application for admission form is being printed now, and a review of the GSIS project will be undertaken shortly to help determine the next steps and to decide on a realistic time-frame in the light of university-wide priorities.

The goals of the GSIS project are the creation and maintenance of accurate graduate student information files. There is a need for accurate on time outputs, such as grade sheets, enrolment and other statistics, and transcripts. In planning the project, there has been considerable consultation with graduate program directors, and of offices in the university who use or are otherwise involved with or responsible for student information, such as STUDAS and the Registrar's Office. Information systems in use at other Canadian graduate schools have been studied by staff of both the GSO and the Computer Centre.

Given the time and energy that has been invested in this project over the last eight years, as well as the real need for accurate graduate student information, it is embarrassing to note that implementation of the project has been frustratingly slow. The explanation is that the undergraduate student information system has been, understandably, a priority for the university, and the many changes needed for it over the past few years - because of the merger, and the creation of colleges - have delayed work on the graduate system. It is hoped that the momentum the GSIS project has enjoyed since spring 1980 will continue in the immediate future.

## VI Budget

	Salary	Non-salary	Total	Total Spent*
1975-76	72,095	57,000	129,095	104,706
1976-77	79,000	57,000	136,000	149,268
1977-78	89,494	60,400	149,894	168,539
1978-79	109,366	77,500	186,866	200,097
1979-80	132,452	90,012	222,464	239,329

\*All figures are taken from May 1 print-outs, and do not take account of outstanding items for which bills were not received in time (often considerable). In 1975-76, for example, the bill for printing the Graduate Calendar had not been charged in time for the May 1 print-out.

### Over-Expenditure

The bulk of the over-expenditure has been in the non-salary accounts. The major reason has been the fact that increases in budget allocation have been insufficient to offset (1) increased costs of such things as travel for external examiners and consultants, for postage, for printing and typesetting, and for advertising, and (2) increased costs resulting from the growth of graduate studies.

### Travel and Development

The amount allocated to these codes (\$9,850) has not changed since 1975. It has been inadequate since 1977-78, the annual over-expenditure increasing gradually each year. The largest single expense in 1979-80 was for visiting lecturers; in the case of graduate studies this means external consultants hired for appraisals work, and external examiners for doctoral examinations. While the number of consultants and examiners required varies from year to year, the number of doctoral graduates has been increasing steadily.

### Supplies and Materials

The cost of items traditionally paid for from this account has increased at a rate much greater than the average rate of inflation. Postage cost less than \$2,000 in 1975-76, but nearly \$8,000 in 1979-80. The cost of printing and typesetting the graduate calendar was \$13,096 in 1975-76 and \$24,743 in 1979-80.

Printing costs overall, as well as printing and mailing needs have increased.

### Advertising and Publicity

This account sometimes appears to be underspent at the end of the fiscal year. This is usually because not all the bills have been received. Notwithstanding, graduate advertising is far from adequate. In 1977-78, two expenses were added: the graduate studies promotional booklet, with an allocation from the liaison budget to help cover costs, and extensive advertising of the graduate fellowship competition, in connection with the donated monies.



## VII Indices of Growth

	<u>75/76</u>	<u>76/77</u>	<u>77/78</u>	<u>78/79</u>	<u>79/80</u>	<u>80/81</u>
Total Enrolment	2,775	2,965	3,009	3,101	3,157	--
Fall Registration - FT	656	639	794	959	928	1,121
Fall Registration - PT	1,512	1,660	1,587	1,556	1,415	1,514
Total Fall Registration	2,168	2,299	2,381	2,515	2,343	2,635
New Admissions	1,454	1,162	1,382	1,463	1,460	1,538*
Fall Graduates	176	148	173	171	224	--
Spring Graduates	256	249	257	240	223	--
Doctoral Graduates	5	6	11	15	14	--
Accepted Theses	117	118	129	159	177	88 <sup>1</sup>
Graduate Calendar Pages	200	217	246	279	289	298
Fellowship Applicants	168	200	213	347	542	650
Number of Graduate Programs <sup>2</sup>	40	43	47	46	47	53 <sup>3</sup>

Definitions: Total enrolment: includes September and January registrants (not summer), both regular and independent graduate students, and qualifying program students.

Fall registration figures: regular graduate students only, including non-resident students, excluding independents and qualifying program students.

New admissions: for September, January and summer terms, regular graduate students only (not qualifying program).

\*Projected figure: (September 1980 new admissions total 1,319).

<sup>1</sup>Fall 1980 only.

<sup>2</sup>Excluding options and programs awaiting approval of the Ministère de l'Education in the year in question.

<sup>3</sup>Departmentalization of doctoral studies in the Faculty of Engineering account for 3 out of 6 new programs. The real new programs are:

M.A. (Public Policy);  
Diploma in Art Therapy;  
Diploma in Advanced Music Performance Studies